

## Procedures for applying 2016 Confucius Institute Scholarship

1. Submit preliminary application form online at <http://ouci.ou.edu/cisapplication> or by email to [ouci@ou.edu](mailto:ouci@ou.edu). (Please refer to **Attachment 3** for the preliminary application form.)

**Note:**

You do not need to submit the preliminary application again if you have already submitted it before.

2. If applicant is a student of the University of Oklahoma, you must complete Study Abroad registration process with OU Study Abroad office, please contact Wyatt Schmitz at [wyatt@ou.edu](mailto:wyatt@ou.edu).
3. Choose your preferred application category from **Attachment 2** and check which HSK and HSKK level and score is required.
4. Register to take the required HSK and HSKK tests.

**Note:**

- You are required to take both the HSK and HSKK tests. Both test scores are required to be entered in the online scholarship application form for 2016. You are advised to take the tests at least one month before the application deadline, since the test scores will not be released until 30 days after your test day.
- The only HSKK test date available prior to the scholarship application deadline is on March 20, 2016. If you cannot attend this test session, please contact us ASAP.

5. To begin the CI Scholarship Application, register at the Confucius Institute Scholarship (CIS) website: <http://cis.chinese.cn>.

- Register as a new user to apply for your CIS ID (Applicant Logon);

**Note:**

In order to register as a new user find the **Applicant Logon** located on the upper left side of the page, click the **second** icon 注册 at the bottom of this section. Then you can start registration for a new CIS ID.

- Check both boxes and click continue
- Fill in personal information;

**Notes:**

In part 3 when choosing the “Recommending Institute,” please follow these steps: For **Institutions Category**, drop down the list and choose the second choice 孔子学院; for **Continent**, choose 美洲; for **Country**, choose 美国; and for **Institutions Name**, copy and paste 俄克拉荷马大学孔子学院 into the box and then please click the 查找/Search icon. When you finish this part, it will look like the following picture.

6. Fill out your Application Form on the Confucius Institute Scholarship (CIS) website: <http://cis.chinese.cn>. Print your Application Form after submitting.

**Notes:**

- **You cannot save your application for later editing, please be sure to have the electronic copies of ALL your Application Documents ready. Please refer to attachment 4 the required documents checklist.**
- **In the “Referee” part choose “俄克拉荷马大学孔子学院” as your recommending institute.**
- In order to obtain a Recommendation Letter from the OU Confucius Institute (OUCI), please email us a copy of your **Resume, Personal Statement** (Brief self-introduction, reason for application, and goals) and your Chinese professor’s **Reference Letter** to [ouci@ou.edu](mailto:ouci@ou.edu).
- **Once the application has been submitted, your application form cannot be edited.**

**Attachments:**

1. Important Updates for 2016 CI Scholarship application
2. CI Scholarship categories, requirements and coverages
3. CI Scholarship Preliminary Application Updated 2016
4. Required Documents Checklist

**If you have any problems during your application, please feel free to contact us.**

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**Confucius Institute at the University of Oklahoma  
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